



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

COORDINATOR, COMMISSION ON CHILDREN AND YOUTH

Class No. 000350

■ CLASSIFICATION PURPOSE

Under administrative direction, to develop and recommend policy and procedures; to provide consultation to agencies regarding a variety of issues concerning children and youth; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, unclassified management class allocated to the Chief Administrative Office. The incumbent reports to an Assistant Deputy Director, HHSA and is responsible for developing and recommending policy and procedures for County programs that protect children and youth.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Develops and recommends policy and procedures for County -wide programs that protect children and youth.
2. Develops plans for new programs and services for children.
3. Performs research and conducts studies on a variety of children's issues (e.g., child abuse, mental health, family dynamics).
4. Prepares and presents reports to the Board of Supervisors, County departments, commissions, tasks forces, and community groups.
5. Provides administrative support to the Commission on Children and Youth, sub-commissions and task forces involved in a variety of issues affecting children and youth.
6. Provides consultation to County departments, Grand Jury, service providers, and other agencies on children's program and administrative issues.
7. Participates on inter-agency councils, boards, committees and task forces dealing with children and youth issues.
8. Exchanges information with County departments and representatives from outside agencies.
9. Provides training and guidance on children's issues to agency representatives.
10. Plans, designs and sets up workshops and conferences.
11. Supervises subordinate staff.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
13. Testifies in court as a subject matter expert on children and youth issues.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Policy and procedure development relating to children and youth programs.

- Theory, principles, and current issues relating to child development, parenting skills, adolescence, substance abuse, family violence, family dynamics, child abuse, crisis intervention, and mental health/illness.
- Needs and problems of children, families, and adults from diverse socio-economic and cultural backgrounds.
- State and local laws, codes, rules, and regulations governing the operation of public/private social service agencies that provide child care and protection services.
- Theories of group dynamics and human behavior.
- Community resources and organizations.
- Court procedures and legal terminology.
- Supervision and training principles and techniques.
- General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Develop and recommend policy, procedures, and new programs for children and youth services.
- Analyze legislation and programs pertaining to children and youth services.
- Prepare and present reports, findings, and recommendations to the Board of Supervisors, County departments, commissions, task forces, and community groups.
- Provide consultation and administrative support to commissions, boards, task forces, communities, and other agencies regarding children and youth issues.
- Testify in court as a subject matter expert on children and youth issues.
- Provide training and guidance on children issues to agency representatives by setting up workshops or conferences and developing educational topics.
- Participate on inter-agency councils, boards, committees and task forces concerned with children and youth issues.
- Plan, direct, coordinate, and review the work of subordinate staff.
- Establish and maintain cooperative, tactful, diplomatic, and successful working relationships with the public, commissions, community groups, agency representatives, and county staff representing diverse cultures and backgrounds.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Five (5) years of management level experience in developing and recommending policy and procedures and providing consultation on a variety of issues concerning children and youth, AND, three (3) years of professional experience as a social worker performing protective services in a public protection services agency.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, use of dominant hand, repetitive use of hands, simple grasping with hands, pushing and pulling using hands, reaching above and below shoulder level and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: August 2, 1985
Revised: March 18, 1992
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Coordinator, Commission on Children and Youth (Class No. 000350)

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